



## Commission Meeting Minutes

July 2, 2009 \* 8-10:00 AM \*Alta One Conference Room, 462 N. Main Street, Bishop

### 1. Call to Order, Establish Quorum, Public Comment

Vice-Chair and Commissioner Harrison called the meeting to order at 8:05 AM. Present were Commissioners Harrison, Turner, Benson, Santos, and Arcularius, and staff member Jody Veenker.

### 2. Approval of Minutes

The minutes from May 20, June 8, and June 18 were rolled over for approval at the upcoming August 6th, 2009 meeting, but a quorum of attending Commissioners was present to approve minutes from June 1, 2009.

- *Commissioner Turner made a motion to approve the draft minutes from the June 1, 2009 Commission meeting. Commissioner Benson seconded the motion, and Commissioners Harrison and Santos Agreed. Commissioner Arcularius abstained since she wasn't present at the June 1, 2009 meeting.*

### 3. State First 5 Update

Staff will update commissioners via email regarding any developments with First 5 California and the State Association as reports from the July 15 meeting regarding Project Legacy changes are received.

### 4. Commissioners Receipt of New FY Binders

The Commission received new FY2009-2010 binders with updated copies of contacts, the strategic plan, and operating guidelines.

### 5. Commissioner Review of Updated Policies and Bylaws

The Commission reviewed the Supplantation Policy clarification quoting CA tax code, not Health and Human Services code, on page 1 of the policy, recommended by county counsel. Also, the Commission revisited suggested updates to the bylaws so they reflected and referenced the Commission's recently updated Strategic Plan and new Operating Guidelines. After discussing the concerns that led to careful wording of the Conflict of Interest section and the length of terms, staff was instructed to submit all suggested Bylaw changes to County Counsel for advisory review and instruction on whether it is necessary to re-submit the Bylaws to the Board of Supervisors for approval.

### 6. Monthly Strategic Grant Application Review

Healthy Communities of Southern Inyo County submitted a strategic grant proposal for \$2,200 toward Summer Family Fun in the Park programs for infants, preschool, and elementary school ages. The request raised concerns because it seemed to be aimed at an age group outside of 0 to 5, and didn't specifically address how it was going to serve different age ranges within the 0 to 5 clientele, or demonstrate planning to involve parents or helpers to adequately supervise infants, toddlers, and preschoolers. Review of the grant led to discussion regarding additions to the application:

- 1) to make it clear that proposals must target children from birth through age 5
- 2) to make feasibility, demonstrated through specific planning detail, a priority
- 3) to encourage partners to construct clear measures that show progress toward meeting at least one of the goals of the commission
- 4) to build in accountability through the use of template signature forms, partnership commitment signs, pre-registration, etc.

Staff will revise applications to include additional components for review, and will work with the HHS Fiscal Director to create some templates that can be used for service accountability and turned in with reimbursement and reporting documentation. After this discussion concluded **(continued on next page)**

the Commission took a vote, stating that in the future, applicants might want to present at the meeting to answer any commission questions.

- *Commissioner Turner made a motion to deny funding the Healthy Communities of Southern Inyo County grant application based on lack of focus on First 5 target population. Commissioner Santos seconded the motion, and all commissioners present were in agreement.*

### **7. RFP Development**

The Commission reviewed sample documents and decided they would prefer to issue a large RFP that contains all 7 critical needs areas identified in their Strategic Plan goal structure. The Commission is willing to fund year-long special grants up to \$60,000, and successful Special Grants may be able to apply for future Targeted Grant funding for up to 3 years and up to \$100,000 a year.

Additional items the Commission would like to incorporate into the RFP include:

- 1) Organizational Budget that specifies how various streams of funding will be blended in support of the proposed program.
- 2) Partnership sign-on letters that demonstrate shared project or resource commitment.
- 3) Invoicing templates
- 4) Copy of blank county contract so applicant knows what they will be asked to agree to
- 5) Copy of Strategic Plan
- 6) Rating system that awards extra points for meeting more than one goal, and for partnering with other organizations besides First 5 to provide resources, in-kind, or volunteers
- 7) Introduction that promotes levels of specificity and feasibility as determining factors in funding decisions

### **8. Oral Health (Standing Item)**

No items for discussion.

### **9. Obesity Prevention and Wellness Promotion (Standing Item)**

No items for discussion.

### **10. Outreach and Resource Development Efforts**

Staff updated commissioners regarding:

- Plans to meet with Tamara regarding Health Department collaborations moved to 7/7/09.
- Strategic Grant workshops reported on via email. 10 total attendees with grant applications expected from AYSO and Altrusa next month. Applications and PPT available online
- Working to set up ROR photo op for Calico Quilters. Thank you card/letter sent end of June.
- WIC Breastfeeding walk taking place August 6<sup>th</sup> 2009.
- Altrusa Fair Booth collaboration with volunteer staffing

### **11. Staff Update**

Staff furnished Commission with a written report of recent activities.

### **12. Commissioner Updates**

Commissioner Turner shared that BOS would review our request to advertise for a new executive director this month and got Commission feedback on advertising the position online for an initial 2-week period.